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TURN TO
MANAGEMENT DIVISION

Chief, Management Staff

2 March 1956

- File

Chief, O&M Staff (DD/I and DD/S Areas)

Work Report, Week Ending 1 March 1956.

1. Project 6-20, Survey of Institute Files [redacted]. Project completed and staff study submitted by Mr. [redacted] and the Deputy Chief, IR who were a task force reporting to the ad hoc committee on foreign institutes chaired by [redacted] Deputy Assistant Director for Central Reference. The primary accomplishments of this survey were the identification in DD/I of nine foreign institutes files and enumeration of the sources, coverage and services available from utilization of these files. The material presented can now be made available to the intelligence community, either as presented in the study or in a formal publication.

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Only one area of duplication was located and analyzed, the material in OSI on Electronics institutes which duplicated to some extent the material available in the Industrial Register, OCR. It was concluded that the consolidation of these two files at the present time is not advisable because the total service to OSI would be reduced; and, as an alternative, it was recommended that the Electronics Division, OSI personnel be orientated as to the material available in OCR.

2. Project 6-25, Personnel Records Survey [redacted]. [redacted]. Records of the following offices have now been surveyed: LO, FE, WH, Training, OCR, OBI, FI, ORR and OC. The survey is continuing in OCI and OP.

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3. Project 6-16, Survey of Personnel Procedures [redacted]. Commo installation is progressing; the revised T/O has been approved by this Staff and Personnel and is now out for concurrence of the Comptroller. Commo is cutting personnel actions to transfer its personnel to the new structure. This is a sizeable operation since former mis-slotings and irregularities are being corrected at this time, in addition to the changes incident to this system.

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4. Project 5-80, Review of Procedures, Printing Services Division [redacted]. The first copy of the new and more complete printing and photographic production weekly report will be rendered this week. Several changes are being made in the Supply Branch to shorten the routine of handling the paper work.

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5. Project 5-1a, Fiscal Division [redacted]. In conjunction with Machine Records Division and the Technical Accounting Staff, Office of the Comptroller, a study is being made as to the advisability of changing the present method of computing pay and the advantages to be derived from placing the payroll

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operating unit and the IBM machine operation under one supervisory head. The new (smaller) Time and Attendance Report and separate Change Slip are now in use and have been found to be much easier to handle than the old ones.

6. Project 6-24, Survey of Separation Procedures [redacted]. Interviews are continuing in the Finance Division, Audit Staff and Office of Logistics. OL has commented on the present clearance procedure as specified in proposed [redacted] stating that its clearance of a separating employee on the form 21 (Final Payment Clearance Sheet) is only a partial clearance, since there are four other sources of supply to individuals. Finance Division has advised that there are some two dozen ways in which an individual can receive money from the Agency and some examination of the procedure for reporting and controlling these advances will have to be made. On the basis of examination of data furnished by the Audit Staff, it appears that the problem of employees leaving the Agency owing it money is lessening.

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7. Project 5-46, ELINT Study [redacted]. The ELINT Staff administrative officer has informed us that it is now the ELINT Staff Officer's plan to go ahead with preparing his own statement of mission and functions and to try to solve the problems of functional statements for other interested offices at a later date. As previously reported, Mr. [redacted], the ESO, is planning to contact you for assistance in resulting the questions and objections raised by OSI and Commo.

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8. Project 5-73, OSI Reorganization [redacted]. OSI and the Assistant to the DD/I (Admin) have agreed to the title Fundamental Sciences "Division" rather than "Area" as recommended by this Staff. Relative to the double-deputy situation in the Fundamental Sciences Division, Mr. [redacted] has stated that this situation will be solved when one of the deputies is sent to the Army War College in the near future. Two other positions in this Division, which were questioned by the O&M Staff, are being further investigated by the Assistant to the DD/I (Admin) and he will attempt to obtain a more realistic position description for one job and to obtain an agreement that the other position will be filled only on an incumbency basis. This will meet our major objections.

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9. Project 5-62a, Survey of Industrial Register [redacted]. No change in status.

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10. Project 5-62, Study of all Registers, OCR [redacted]. Further action deferred pending completion of above project. The IG has requested and has been furnished with our Memorandum For The Record on our surveys of IR, SR and BR.

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11. Project 5-72, Cartographic Support Regulation [redacted]. No change in status.

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12. Project 6-21, Study of Agency Clipping Services Provided by OCR and DD/P. Unassigned.

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13. Project 6-14, Study of Overtime Practices. No change in status.

14. MS-784, Office of Security Increase in Ceiling [redacted]. Proposed memorandum to the DD/S being revised per your instructions, in order to clarify the presentation of T/O and ceiling changes.

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15. MS-790, Office of General Counsel Reduction of T/O to Ceiling. Completed.

16. MS-792, Proposed Organization Changes in Printing Services Division. Completed.

17. MS-770, Establishment of Senior Research Staff on International Communism. Completed.

18. Miscellaneous

a. OCI Reorganization and Reduction of T/O to Ceiling. We met with the OCI Executive Officer and Personnel Officer to discuss informally the proposed OCI reorganization and reduction of T/O to ceiling and learned that in addition to some individual position changes, the reorganization will involve creation of a new China-Asian Satellites Division in the Sino-Soviet Staff (formerly the Soviet Staff), the elimination of the FE Division, transfer of economic analyst slots to ORR, and elimination of the Economic Division. We raised several questions and suggestions which will be taken up by the Executive Officer with the Deputy Assistant Director and we advised the Executive Officer that Mr. [redacted] would be available from time to time for consultation, but that the office would be expected to prepare the T/O request and new functional statements for our review.

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b. Reorganization and T/O Revision of Machine Division, OCR. A meeting was held with the Chief and Deputy Chief of the Administrative Staff, OCR to discuss the proposed reorganization and redistribution of functions within the Machine Division. The reorganization plan will be coordinated with the Chief, Business Machines Services and further meetings will undoubtedly be necessary.

c. ORR - Realignment of Administrative Staff. The Chief, Administrative Staff, ORR called and asked for informal advice concerning realignment of the functions and organization of the Admin Staff. The proposal is primarily that of aligning the functions into three groups: Personnel and Training, Budget, and Records Management and Services, which is the type of organization used satisfactorily in Logistics.

[redacted]

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